



Solicitation Information
25 May 06

LOI # B06398

TITLE: Strategic Planning Facilitator

Submission Deadline: 15 June 06 @ 11:00 AM (EDT)

Questions concerning this solicitation may be e-mailed to the Division of Purchases at questions@purchasing.state.ri.us no later than **5 June 06 at 12:00 Noon (EDT)**. Questions should be submitted in a *Microsoft Word attachment*. Please reference the RFP / LOI # on all correspondence. Questions received, if any, will be posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

SURETY REQUIRED: No

BOND REQUIRED: No

Jerome D. Moynihan, C.P.M., CPPO
Administrator of Purchasing Systems

Vendors must register on-line at the State Purchasing Website at
www.purchasing.ri.gov

Note to Vendors:

Offers received without the entire completed three-page RIVP Generated Bidder Certification Form attached may result in disqualification.

THIS PAGE IS NOT A BIDDER CERTIFICATION FORM

The Rhode Island Department of Administration, Division of Purchases, on behalf of the State of Rhode Island, Department of Health (HEALTH), is requesting Letters of Interest from qualified individuals to provide Strategic Planning Facilitator/Consultant Services, in accordance with the terms of this notification and the State's General Conditions of Purchase which is available on the internet at www.purchasing.ri.gov.

HEALTH is seeking expert services in the area of strategic planning for the Division of Family Health, Disability and Health Program in their effort to develop a five-year state plan for the health and wellness of Rhode Islanders with disabilities. The facilitator will assist program leadership with identification and recruitment of key stakeholders, coordination and facilitation of workgroup activities, and will be responsible for leading the needs assessment process, priority setting, and development of the final planning document.

Individuals that can demonstrate their knowledge, experience, and accomplishments in strategic planning as well as a strong understanding of the disability community are encouraged to submit Letters of Interest in response to this request.

INSTRUCTIONS AND NOTIFICATIONS TO OFFERORS:

- Potential offerors are advised to review all sections of this Request carefully, and to follow instructions completely, as failure to make a complete submission as described herein may result in rejection of the proposal.
- Alternative approaches and/or methodologies to accomplish the desired or intended results of this procurement are solicited. However, proposals which depart from or materially alter the terms, requirements, or scope of work defined by this Request will be rejected as being non-responsive.
- All costs associated with developing or submitting a proposal in response to this Request, or to provide oral or written clarification of its content, shall be borne by the offeror. The State assumes no responsibility for these costs.
- Proposals are considered to be irrevocable for a period of not less than sixty (60) days following the opening date, and may not be withdrawn, except with the express written permission of the State Purchasing Agent.
- All pricing submitted will be considered to be firm and fixed unless otherwise indicated herein.
- Proposals misdirected to other State locations or which are otherwise not present in the Division of Purchases at the time of opening for any cause will be determined to be late and may not be considered. The "official" time clock is in the reception area of the Division of Purchases.
- In accordance with Title 7, Chapter 1.1 of the General Laws of Rhode Island, no foreign corporation shall have the right to transact business in the state until it shall have procured a Certificate of Authority to do so from the Rhode Island Secretary of State (401-222-3040). *This will be a requirement only of the successful bidder (s).*

- Offerors are advised that all materials submitted to the State of Rhode Island for consideration in response to this Request for Proposals will be considered to be public records, as defined in Title 38 Chapter 2 of the Rhode Island General Laws, without exception, and will be released for inspection immediately upon request, once an award has been made.
- It is intended that an award pursuant to this Request will be made to a prime contractor, who will assume responsibility for all aspects of the work. Joint venture and cooperative proposals will not be considered, but subcontracts are permitted, provided that their use is clearly indicated in the offeror's proposal, and the subcontractor(s) proposed to be used are identified in the proposal.

NOTICE:

THERE MAY BE ADDITIONAL ADDENDA TO THIS LOI AT ANY TIME BEFORE THE OPENING DATE AND TIME.

THE DIVISION OF PURCHASES WILL NOT NOTIFY BY MAIL OF ANY SUCH ADDENDA.

IT IS THE **VENDOR'S RESPONSIBILITY TO CHECK AND DOWNLOAD** ANY AND ALL ADDENDA.

AN ADDENDUM TO AN LOI IS LISTED AS THE BID NUMBER WITH AN "A" AND THE NUMBER OF THE ADDENDUM FOLLOWING: FOR EXAMPLE, 3025A1 INDICATES THAT ADDENDUM #1 HAS BEEN ISSUED FOR BID #3025. 3025A2 INDICATES THAT ADDENDUM #2 HAS BEEN ISSUED.

YOU MUST CLICK ON ALL OF THESE LISTINGS TO GET THE ***COMPLETE PACKAGE***.

The State of Rhode Island has a goal of ten per cent (10%) participation by MBE's in all State procurements. For further information, visit the website www.rimbe.org. To speak with a M.B.E. Officer, call (401) 222-6253.

Equal Employment Opportunity (RIGL 28-5.1)

§ 28-5.1-1 Declaration of policy. _ (a) Equal opportunity and affirmative action toward its achievement is the policy of all units of Rhode Island state government, including all public and quasi-public agencies, commissions, boards and authorities, and in the classified, unclassified, and non-classified services of state employment. This policy applies in all areas where the state dollar is spent, in employment, public service, grants and financial assistance, and in state licensing and regulation. For further information, contact the Rhode Island Equal Employment Opportunity Office, at 222-3090

SERVICES COVERED BY THIS REQUEST INCLUDE, BUT ARE NOT LIMITED TO:

- Coordinate the strategic planning process including determination of key stakeholders, facilitation of planning workgroup. Set meeting schedule and develop agendas.
- Assist in development of collateral materials, data and assessments before workgroup meetings.
- Conduct meetings with planning workgroup members. Pre and post meeting preparation and follow-up included. Out of state vendors will be required to travel to Rhode Island for up to four separate trips.
- Attend up to 6-8 conference calls and other meetings necessary to complete the planning process.
- Assist in the development of the State Plan on the Health and Wellness of People with Disabilities. The plan will:
 1. Identify and assesses health and wellness-related disparities between people with and without disabilities utilizing multiple indicators.
 2. Identify and prioritize critical issues related to the health and wellness of people with disabilities.
 3. Recommends goals and strategies for the prevention of secondary health conditions and promotion of health among people with disabilities.
 4. Incorporate recommendations into an action plan, which can be implemented through a variety of channels.

A contract resulting from this LOI will be issued approximately July 1, 2006. There is a total of \$22,000 available for completion of the state plan. These funds include all expenses incurred by the consultant during the strategic planning process including any travel expenses. The initial contract will be twelve months in length. HEALTH has the sole authority to extend the contract should it be necessary to complete the activities identified in this Letter of Interest.

Questions concerning this solicitation may be e-mailed to the Division of Purchases at questions@purchasing.state.ri.us no later than the date and time indicated on the cover page of this solicitation. Please reference LOI #B0o6398 on all correspondence. Questions should be submitted in a Microsoft Word Attachment. Answers to questions received, if any, will be posted on the Internet as an Addendum to this solicitation. It is the responsibility of all interested offerors to download this information. If technical assistance is required to download, call the Help Desk at 401-222-2142, ext 134.

Responses (an original plus three copies) should be mailed or hand delivered in a sealed envelope marked "LOI# B06398:Strategic Planning Facilitator." to:

RI Department of Administration
Division of Purchases, 2nd Floor
One Capitol Hill
Providence, RI 02908-5855

NOTE: Proposals received after the above- referenced due date and time may not be considered. Proposals misdirected to other State locations or which are otherwise not presented in the Division of Purchases by the scheduled due date and time may be determined to be late and will not be considered. Proposals faxed or e-mailed to the Division of Purchases will not be considered. The official time clock is located in the reception area of the Division of Purchases.

PROPOSAL CONTENTS:

Interested individuals should submit letters of Interest containing the following information:

- A description of the background and qualifications of the offeror;
- A description of the offeror's experience and knowledge of the health, wellness, and other related issues of people with disabilities;
- Letter of support from agency(s) served must be attached; and
- Curriculum Vitae must be attached.

Responses should include the following:

1. A completed and signed three-page RIVIP Bidder Certification Cover Form, available at www.purchasing.state.ri.us.
2. A Technical Proposal describing the qualifications and background of the applicant and experience , as described above.
3. A completed and signed W-9 (taxpayer identification number and certification). Form is downloadable at www.purchasing.state.ri.us.
4. In addition to the multiple hard copies of proposals required, Respondents are requested to provide their proposal in electronic format (CDRom or Diskette). Microsoft Word / Excel OR PDF format is preferable. *Only 1 electronic copy is requested.*

EVALUATION CRITERIA

Responses will be evaluated using the following criteria:

- **Capability (background) and qualifications** are clearly demonstrated. Resumes must be included. (0-25 points)
- **A comprehensive listing of similar projects undertaken** working in the area of strategic planning, including a brief description of the project. Knowledge and experience with the disability population must also be documented. (0-25 points)

- **A clear understanding of the State's requirements and the results intended** and desired under this contract has been demonstrated by the offeror. (20 points)
- **Letters of Support** endorsing this request. (0-10 points)
- **Cost proposal** stating the hourly rate of pay and the ability to produce the required deliverables within the allowable budget (0-20 points)

Notwithstanding the above, the State reserves the right to accept or reject any and or all offers. The State also reserves the right to award in whole or in part, to award on the basis of cost alone, and to act in its best interest. Proposals found to be technically or substantially non-responsive at any point in the evaluation process will be rejected and not considered further.

The State may, at its sole option, elect to require presentations by offerors clearly in consideration for an award. A Technical Review Sub-Committee will review the proposals based on the Evaluation Criteria and present written findings, including the results of all evaluations, to the State's Architect/Engineer and Consultant Services Selection Committee, which may recommend up to three finalists to the Director of the Department of Administration who will make the final selection.

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